

# TASB

## SERVICES & PRODUCTS

A Catalog of the Texas Association of School Boards  
& Related Entities



*Expert help from friendly people*



# SERVICES & PRODUCTS

A Catalog of the Texas Association of School Boards  
& Related Entities



## A NOTE ABOUT USING THIS CATALOG

The services and products included in this catalog are regularly updated to meet the needs of our members. Please use this catalog as a general guide to our offerings at the time of publication. If you want to find out more, call us at **800.580.8272** or visit [tasb.org](http://tasb.org) for the latest information about each program.

You'll find our programs grouped under TASB Services and TASB Related Entity Services. The latter section encompasses programs that are affiliated with or endorsed by TASB.

If you are unfamiliar with program or product names, be sure to consult the index at the back of the book for generic terms.

Within each section, look for the following symbols:



**Training**—includes training offered in districts, at TASB events, through Webinars, and on line.



**Resources**—includes various types of publications, videos, and online libraries.



**Planning and Consulting**—includes in-person board development sessions.

*Cover photos (from left): Ralph Cantu (Field Services), Yvette Scott (Communications), Olivette Garcia-Holub (Risk Management), Chuck Newell (Business Analysis and Support).*

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# Contents

About TASB.....	4
TASB Services	
BoardBook®.....	12
Communications .....	14
Engage Community Survey Service.....	16
Executive Search Services.....	18
Governmental Relations.....	20
HR Services.....	24
Leadership Team Services.....	26
Legal Services .....	30
OnSite™ Environmental, Energy, and Facilities Services .....	32
Policy Service .....	34
SMART Medicaid Services .....	36
TASB Related Entity Services	
BuyBoard® .....	38
First Public® .....	40
<i>Lone Star Investment Pool</i> .....	40
<i>TASB Supplemental Employee Benefits</i> .....	41
TASB Energy Cooperative .....	42
TASB Legal Assistance Fund.....	43
TASB Risk Management Fund.....	44
Texas Center for Educational Research .....	48
TASB Events .....	49
Contact Information .....	55
Index.....	59

# About TASB

## WHO ARE WE?

The Texas Association of School Boards (TASB) is a voluntary, nonprofit, statewide education association that has served and represented local Texas school boards since 1949.

The Delegate Assembly, made up of delegates from every Texas school district, serves as TASB's general policymaking body, and the 44-member TASB Board of Directors oversees the Association's activities throughout the year.

## WHAT DO WE DO?

We serve our members by providing:

- **Advocacy**—We speak with a unified voice to decision makers and monitor legislative actions to make sure that Texas public school-children are successful.
- **Information**—We keep members advised on legal changes, educational trends, what they need to know to govern well, and more.
- **Training**—We help members understand their duties, strengthen leadership skills, and guide their schools toward excellence.
- **Services and products**—Our offerings are designed to help board members serve their communities more effectively and to help school districts function more efficiently.



*Tanya Barnett (Leadership Team Services) and Kathie Randolph (HR Services).*

## MISSION STATEMENT

The mission of the Texas Association of School Boards is to promote educational excellence for Texas schoolchildren through advocacy, visionary leadership, and high-quality services to school districts.

## WHO ARE OUR MEMBERS?

Every school board in Texas has elected to be a member of TASB since 1990, which means more than two decades of 100 percent membership. The Association represents the largest group of publicly elected officials in the state (more than 7,300), who preside over combined expenditures of more than \$54 billion annually, employ more than 659,000 people, and serve more than 4.8 million students.



*TASB member Irene Galan (Big Spring ISD) at 2010 SLI San Antonio.*

In addition to school districts, our membership includes regional education service centers, community colleges, county appraisal districts, and education cooperatives (shared services arrangements).

## WHAT BENEFITS DO MEMBERS RECEIVE?

TASB members have access to an extensive variety of services, training, publications, products, and support, all of which are described in this catalog. Many of our services are included in membership dues; others are priced separately so that school districts can pay for certain services only as needed. This helps to keep the cost of membership as low as possible.

### *Services provided through membership dues include:*

#### **Advocacy**

One of the core functions of TASB is to represent school boards at the Texas Legislature when decisions are being made that may affect their districts. We monitor legislative developments, keep members updated on activities, and promote TASB's Advocacy Agenda in person with state and federal lawmakers, the State Board of Education, and other agencies. For more information, see the Governmental Relations section on pages 20–23, or call [800.580.4885](tel:800.580.4885).

## Board Training and Credit Tracking

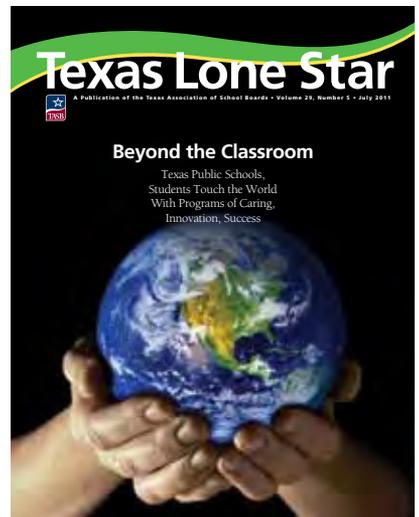
Board members are required to receive three kinds of continuing education: Tier One (Orientations), Tier Two (Teamwork), and Tier Three (Discretionary Continuing Education). As public officials, board members must also receive training on the Open Meetings Act. For our members' convenience, TASB maintains a voluntary database of individual member training hours. The Continuing Education Credit Reporting Service (CECRS) allows superintendents, board members, and district designees to view and print board member reports of training obtained at TASB training events and also enables the district record keeper to submit and track credit for non-TASB-sponsored training events. See page 27 for more information, or call **800.580.8272**.

## Legal Assistance

One of the most popular benefits of TASB membership is access to TASB Legal Services for legal advice and information. Our attorneys specialize in public school issues and provide advice to school district decision makers that supplements the legal advice districts receive from their own attorneys. School trustees, administrators, and attorneys can contact Legal Services by phone (**800.580.5345**) or access quick information on line from TASB's School Law eSource ([schoolawesource.tasb.org](http://schoolawesource.tasb.org)). Find out more about law-related member benefits and products available for a fee on pages 30–31.

## Texas Lone Star

TASB's award-winning magazine, *Texas Lone Star*, is read by more than 12,000 education leaders in Texas. The publication is provided free to TASB members; paid subscriptions are available to non-members. Published 10 times a year, the magazine is a valuable resource of information on policy and governance issues, legislative developments, and other education-related news. Find the current issue and an archive of back issues at [texaslonestaronline.org](http://texaslonestaronline.org).



## Registration Fees Waived for 2011–12

Because of the school finance crisis, the TASB Board of Directors approved using some of the Association’s fund balance to waive registration fees for key training events for board members and administrators in school districts and ESCs for 2011–12. For more details on this member benefit, see the Q&A document at [tasb.org/about/membership/fees-waived.aspx](http://tasb.org/about/membership/fees-waived.aspx).

### *The Star*

TASB’s e-newsletter, *The Star*, is a free publication that highlights education and regulatory news, important deadlines, upcoming training, and new resources. The newsletter is published 11 times a year (January–November). The current issue is available at [tasb.org/services/the\\_star](http://tasb.org/services/the_star); issue archives require a myTASB login. TASB members receive e-mail notifications when a new newsletter is published. To ensure you receive these e-mails, add [thestar@tasb.org](mailto:thestar@tasb.org) to your e-mail service’s “safe senders” list.

### TASB Web Site ([tasb.org](http://tasb.org))

The Association Web site provides up-to-date member information, background on public education issues, and details about TASB services and products. Certain areas of the site



containing proprietary member information can be accessed through the myTASB log-in (for members only).

### TASB Social Media

News updates and announcements from the Association are posted to Twitter ([twitter.com/tasbnews](https://twitter.com/tasbnews)) and Facebook ([facebook.com/tasbpage](https://facebook.com/tasbpage)) to make it easy for you to keep up with what’s new.

## SUPPORT OF PUBLIC EDUCATION

The TASB strategic plan calls for the Association to help improve the public perception of Texas public schools. To that end, TASB works to understand public attitudes and to share the facts about public education and about schools in Texas.

Polling and surveying are used to gather information about public attitudes, while outreach is accomplished through campaigns, Web resources, and training/information events. Additionally, each summer an issue of the *Texas Lone Star* magazine is dedicated to telling about the achievements and triumphs of Texas public schools. The special issue is mailed to doctor and dentist waiting rooms and public libraries statewide.

## Proud Products of Texas Public Schools Campaign

One of the best ways to show the success of Texas public schools is to highlight the many leaders, inventors, and role models who have been shaped in our schools. Accomplishments of “Proud Products” are periodically highlighted in brochures, posters, and other publications.

## truthaboutschoools.org

In recent years, much misinformation about Texas schools has been reported and repeated. In an effort to make accurate information available to those who seek it, TASB established [truthaboutschoools.org](http://truthaboutschoools.org), a Web site dedicated to posting clear information and responding to questions about schools.



## Supporting Schools Tool Box

If you are looking for help in your efforts to build support for schools in your community, search out the Supporting Schools section of our Web site ([schools.tasb.org](http://schools.tasb.org)). Designed to provide inspiration, samples from other districts, and how-to information, this area can help you get started in your local efforts.

## SUPPORT OF BOARD SERVICE

TASB regularly shares information about the role of the local school board and the benefits of board service to the community. Candidates for board service can find online information to help them understand the office they seek, and annual recognitions and an ongoing campaign help spread the word about the value of board service.

### Why I Serve Campaign

Periodically, a collection of locally elected board members gives voice to why they serve their local community. Interesting, informative, and often inspirational, these stories explain board service in a way that captures the imagination.

### School Board Recognition Month

Each January, TASB helps schools and communities show appreciation to local board members for their dedicated service. A full month of activities allows local districts, PTAs, booster clubs, community leaders, and individual campuses to organize activities convenient and appropriate for them. In early November, TASB sends superintendents kits containing certificates and tips for activities. Free online materials, including ads, posters, sample news releases, and much more, are posted on the Communications and PR section of [tasb.org](http://tasb.org).



### Good Governance Recognition

The Good Governance Recognition program is designed to champion excellence in governance and recognizes boards that have completed TASB's *Effective Board Practices: An Inventory for School Boards* and meet other qualifying criteria. Boards can self-nominate throughout the year after completing the inventory and notifying TASB that the district has incorporated all 23 inventory practices and related criteria into its routine. Contact Leadership Team Services at **800.580.8272** for details.

Other recognition programs include:

### Superintendent of the Year (SOTY)

The SOTY award program honors outstanding Texas administrators for achievement and excellence in public school administration. Any member school board may nominate its superintendent for the annual award. SOTY information is mailed and posted on line each December. The deadline for receipt of entries at designated education service centers is mid-May.



*Arturo Almendarez of Calallen ISD (right), selected as SOTY in 2010, receives congratulations from two other finalists, Shane Fields (Albany ISD) and Greg Wright (Hallsville ISD).*

### Media Honor Roll

The Media Honor Roll annually recognizes media representatives who make an effort to get to know a district's leaders, mission, and goals; report school news in an accurate and balanced manner; share good

### Need more information?

Help from TASB is always close by. Call or e-mail us for help on any school board topic—from governance issues to legal matters, from community relations to legislative activity. We are glad to assist you!

**Phone: 800.580.8272**

**E-mail: [tasb@tasb.org](mailto:tasb@tasb.org)**

news about schools; and communicate with school representatives about upcoming coverage. Nomination materials are mailed to board presidents and superintendents, and can be accessed on line, in January. The deadline for receipt at TASB is April 1.

### TASB FIELD SERVICES

TASB field representatives provide information to districts about TASB as well as best practices and upcoming changes in the education environment. Because our field reps have devoted many years of service to school districts, they can work hand-in-hand with district staff to offer sound advice and ensure that districts have the most current information about TASB services.

To find your region's representative, go to [fieldservices.tasb.org](http://fieldservices.tasb.org) or call 800.580.8272.



*Field Services representative William Smith offers information at the 2010 TASA/TASB Convention.*

# BoardBook<sup>®</sup>

## *Electronic agenda preparation*

BoardBook is an online service that helps districts assemble board meeting packets in a consistent, efficient manner and, if desired, conduct paperless board meetings. Districts that subscribe to BoardBook can cut meeting preparation time in half while reducing paper usage and easing the process of researching meeting materials.

BoardBook allows compilers to:

- Assemble various electronic documents into integrated, indexed, paginated, and formatted agenda packets, meeting notices, and minutes
- Work on several meetings concurrently
- Easily import materials as they become available
- Incorporate last-minute changes
- Recycle notices and agendas for recurring activities
- Create meeting-specific templates for recording minutes
- Publish notices and packets in electronic or hard-copy format

Trustees and district officials can:

- Access the agenda and materials instantly, from any computer
- Use links to district documents, such as policy manuals and budgets
- Consult TASB best-practices resources (including guides on effective meetings, parliamentary procedure, and the Texas Open Meetings Act)



*Tim Curtis, manager of BoardBook Services, frequently conducts training for subscribers.*

- Search an electronic archive of board meeting packets and minutes
- Move toward paperless meetings and distribution, if desired

The public can:

- View posted notices, agenda packets, and minutes on the district's Web site



## TRAINING

An annual subscription to BoardBook includes phone-based training and assistance. Also, monthly skills-building workshops held at TASB headquarters in Austin are offered to subscribers at no cost.

Visit the Web site for a tour, or call to schedule a demonstration.



[boardbook.tasb.org](http://boardbook.tasb.org)  
888.587.2665

# Communications

*Member publications, Web site, and communications assistance*

TASB Communications produces member publications and information resources (such as *Texas Lone Star* and *The Star* e-newsletter), maintains the TASB Web Site and social media efforts, handles media relations, and initiates programs to help school districts spread the good news about public schools.

Communications also offers the following services to members:

## **TASB STORE**

Our online store has a large selection of TASB-produced books and video packages covering topics of interest to board members, administrators, parents, and community members. Shopping is easy, with items grouped by category. Recent items are displayed on a special “featured products” page. A gifts category includes novelty and



*The TASB Store travels to SLI and the TASA/TASB Convention.*

gift items, T-shirts, golf shirts, and more. Plaques and awards also are available. In addition to the online store, products are available at major TASB events. Visit [tasb.org/store](https://tasb.org/store).

### COMMLINK

TASB's subscription service for school communicators, *CommLINK*, offers creative ideas and information for district PR personnel. Annual

subscribers receive online issues filled with great tips and articles, including best-practice articles, writing and design advice, and ideas for parent newsletters. Subscribers also receive communications training through periodic Webinars. *CommLINK* is endorsed by the Texas School Public Relations Association. Find out more at [commlink.tasb.org](https://commlink.tasb.org).



### TASB PRINTING SERVICES

TASB Printing Services offers a wide array of high-quality printing services, from forms and booklets to posters and banners. Call the TASB Print Shop at **800.580.8272**, extension 1140, to find the fastest, most cost-effective solution for your district's printing and duplicating needs.



### TRAINING

TASB Communications conducts workshops at training events throughout the year. In-district training at the request of districts also is available. Subjects have included establishing community support, working with reporters, and communicating across diversity.

[tasb.org/services/communications](https://tasb.org/services/communications)  
**800.580.8272**

# Engauge Community Survey Service

## *Community surveys*

Engauge is a survey service that helps districts create a conversation with their communities and gather community members' thoughts during planning and decision-making. The surveys we provide get community members thinking about critical issues, and their answers turn assumptions into real data. Surveys also create two-way communication, reminding those in the community that they are stakeholders and that the district cares what they think.

The key to a successful survey is the production of valid, useful results that truly reflect the perspectives and priorities of the community. TASB's knowledge of schools, awareness of current issues, and expertise in surveying help ensure that results are effective, and we make the process simple.

Many factors determine the success of a survey effort—from which questions are asked to how well the survey is promoted and how the results are used. Engauge can help districts by:

- Determining whether to use an online or print survey
- Defining the objectives and deciding on the right questions
- Crafting the most effective language based on the audience

- Designing, producing, and coordinating distribution of print surveys
- Translating surveys into required languages
- Planning and promoting the survey
- Teaming with other TASB services to determine how to use results
- Delivering objective results stakeholders can trust

Engauge works with districts on a variety of survey types, including surveys for the entire community or for sub-groups such as parents and students. Engauge also can develop surveys to gauge the community's thoughts on a special topic.

For more on the benefits of surveying, give us a call or visit our Web site.



[engauge.tasb.org](http://engauge.tasb.org)  
800.580.8272, extension 3609

### Your district may need to survey the community on topics such as:

- Revising growth projections
- Updating facilities
- Building a new school
- Holding a bond election
- Changing attendance boundaries
- Conducting goal setting and district planning

# Executive Search Services

## *CEO and key administrator searches*

Executive Search Services (ESS) is a consulting service dedicated to helping districts find the perfect match in a chief executive officer (CEO) or key administrator. ESS has been conducting searches since 1988 for districts ranging in size from 100 to more than 197,000 students.

Two types of searches are offered: an application-only search, in which ESS advertises the position, collects applications, and forwards them to the client; or a complete search, consisting of the following (as specified by the client):

- Planning the search process
- Establishing selection criteria
- Identifying candidates for interviews
- Preparing for interviews
- Assisting during deliberations and selection
- Assisting with the leadership transition (CEO search only)
- Awarding continuing education credit (CEO search only)

Our statewide consultant network provides an unparalleled resource in locating and screening quality applicants. As part of its executive recruitment program, ESS uses a Web-based application, called Applí. The software, created by ESS, includes superior search-management components and an automated application process, making it easy for clients to compare candidates' qualifications.



*Debby Lynch (Field Services) helps spread the word about Executive Search Services.*

We can also assist with other key administrative positions:

- Deputy or assistant superintendent
- Chief financial officer
- Chief human resources officer
- Chief operations officer
- Chief instruction/curriculum officer
- Campus principal



[tasb.org/ess](http://tasb.org/ess)  
800.580.8272

**The ESS guarantee:** If a newly hired administrator leaves the district within two years for any reason other than a family emergency, ESS will continue or reopen the search without an additional consulting fee. If the superintendent/CEO leaves in the third year, ESS will charge half of the consulting fee.

# Governmental Relations

*Legislative monitoring, advocacy training, and promotion of TASB's Advocacy Agenda*

One of the core functions of TASB is to represent school boards at the Texas Legislature when decisions are being made that may affect their districts. The Governmental Relations (GR) Division monitors legislative developments, keeps members updated on activities, and promotes TASB's Advocacy Agenda in person with state and federal lawmakers, the State Board of Education, and other agencies.

GR staff are committed to extending TASB's advocacy mission by:

- Alerting members when new legislative developments require quick action
- Training members to become effective advocates
- Sponsoring seminars and conferences addressing legislative issues
- Helping trustees prepare to testify before legislative committees
- Promoting a strong grassroots effort
- Helping develop the TASB Advocacy Agenda
- Coordinating testimony at the Capitol on critical issues

GR hosts Grassroots meetings across the state in even-numbered years to help define the Advocacy Agenda. In odd-numbered years, TASB and the Texas Association of School Administrators (TASA) host the Legislative Conference in March, and TASB holds the Post-Legislative Conference when the regular session ends.



*A major function of Governmental Relations is to promote TASB's Advocacy Agenda.*

### **SCHOOL BOARD ADVOCACY NETWORK (SBAN)**

TASB established the School Board Advocacy Network (SBAN) to help school board members become effective advocates. Participants in this free network receive training materials and regular legislative information, and they stay connected by becoming involved in the Grassroots Process.

SBAN allows participants to cultivate relationships with lawmakers, share legislative information with fellow board members, attend training sessions and conferences, serve as TASB's legislative contacts, and testify before legislative committees. TASB also created the Key Communicator Group for trustees interested in testifying at the Capitol. For information on SBAN or the Key Communicator Group, call **800.580.4885**. Find membership applications for SBAN at [tasb.org/issues/sban](https://tasb.org/issues/sban).

### **RESOURCES**

GR informs members about legislative actions concerning education through the following sources:

- *Legislative Report*—an online, weekly e-newsletter that focuses on education issues and includes reports on general session activities, committee hearings, House and Senate actions, status of legislation, TASB viewpoints on proposals, and Grassroots events

- *Legislative Updates*—posted on [gr.tasb.org](http://gr.tasb.org) and e-mailed to board members whenever important actions occur at the Capitol
- *Action Alerts*—sent to members when immediate response to legislative activity is needed

*A Guide to Texas School Finance* is available from the TASB Store and, after each legislative session, a *Legislative Summary* is posted on [gr.tasb.org](http://gr.tasb.org).

The Governmental Relations Legislative and School Resource Center ([tasb.org/legislative/resources](http://tasb.org/legislative/resources)) brings together all of the reports, analyses, and articles into one collection. Also, you'll find links to additional TASB resources, as well as advocacy guides and tool kits.



## TRAINING

GR staff regularly train school trustees to become effective advocates. Sessions on effective advocacy are held at various TASB events throughout the year.

Call us for information.

[gr.tasb.org](http://gr.tasb.org)  
800.580.4885

*Olga Hernandez and TASB director Carlos Villarreal (both of San Antonio ISD) at GR's Capitol Conference, 2009.*

## The TASB Advocacy Agenda

TASB presents the members' legislative and regulatory agenda to the Texas Legislature, Governor's Office, State Board of Education, Texas Education Agency, U.S. Congress, and other agencies and organizations.



The TASB Advocacy Agenda is constructed from information gathered as part of TASB's Grassroots Process. Grassroots meetings are hosted by GR staff across the state in even-numbered years, when the Texas Legislature is not in session. At these meetings, school board members provide input about which issues TASB should pursue as Advocacy Priorities in the coming legislative session. Also, each region elects representatives to TASB's Legislative Advisory Council, the body that compiles the proposed priorities for recommendation to the TASB Board.

After the Grassroots Process, TASB solicits from individual districts proposals for Advocacy Resolutions that serve as a secondary platform of the Association. The Resolutions complement TASB's Advocacy Priorities and guide the TASB Board, staff, and members in reacting to issues that may arise before the Legislature or governmental agencies.

Each year, during the TASA/TASB Annual Convention, the TASB Board submits the recommendations for Priorities and Resolutions to the TASB Delegate Assembly for approval. The Delegate Assembly brings together trustees from across Texas to provide crucial direction to the TASB Board and staff in representing members' interests statewide and nationally.

For more information about the Advocacy Agenda, visit [gr.tasb.org](http://gr.tasb.org).

*Photo above: Deborah Harris (Duncanville ISD), 2010 Delegate Assembly.*

# HR Services

*Human resources consulting, training, data, and publications*

Districts that become members of the HR Services program have access to data, publications, training, and expert consulting services in the area of human resource (HR) management.

HR professionals provide consulting services to member districts in these areas:

- Employee Compensation
- HR Operations Reviews
- Staffing Reviews
- Employee Surveys
- In-district Training
- Managing Leaves and Absences



## RESOURCES

Publications and other human resource management resources available on line to school districts and HR Services members include:

- *Administrator's Guide to Managing Leaves and Absences*
- *Administrator's Guide to the Fair Labor Standards Act*
- *Salaries and Benefits in Texas Public Schools*
- *Work-Site Postings for Texas Public Employers*

HR Services members also have access to the following:

- *Model Employee Handbook*, a sample handbook that correlates to *TASB Policy Reference Manual* policy codes

- *Model Job Descriptions*, listing job descriptions for more than 140 titles
- *Online HR Library*, with model forms and letters and resources on HR-related topics
- *DataCentral*, a subscription service that allows members to create or download custom survey reports on salaries, stipends, benefits, and other human resource trend data

A monthly electronic newsletter, *HR Exchange*, is published at [hrservices.tasb.org/resources](https://hrservices.tasb.org/resources) to keep members informed about current school HR issues.

## TRAINING

HR Services conducts training on numerous human resource topics. The workshops are held in Austin, at education service centers, through Webinars, and in school districts statewide. Although topics change to address current needs of HR Services members, the following list illustrates subject area coverage:

- Employee Pay Systems
- Fair Labor Standards Act
- Employment Classification
- Leaves and Absences
- Family and Medical Leave Act
- Staffing Controls for Public Schools
- Texas School HR Administrators' Academy



*Ronda Bauman (HR Services) presents a training session to members.*

HR Services is an approved provider for continuing professional education units for State Board for Educator Certification and is an approved organization for sponsorship of continuing education credit (CEC) for the Texas Association of School Business Officials (TASBO).

[hrservices.tasb.org](https://hrservices.tasb.org)  
800.580.7782

# Leadership Team Services

*Enhancing district leadership team effectiveness through training, consulting, events, and information resources*

TASB's Leadership Team Services (LTS) focuses on improving the effectiveness of school board leadership teams by offering the following:

- Training
- Planning/consulting/facilitation services
- Publications/resources



## TRAINING

LTS offers training that helps boards and superintendents work at their best, both individually and as a team. Also, LTS coordinates major events, such as the TASA/TASB Convention and Summer Leadership Institute, which defines TASB as the ultimate source of information and training for Texas school boards. More focused training is available, as follows:

**TASB Institute for School Board Development (TASB ISD)** courses provide critical information for new board members in the following in-depth sessions:

- Boardmanship Basics
- Teamwork Basics
- School Law Basics
- District Planning and Budget Basics

The four courses provide 10 hours of continuing education. In addition to live classes, new board members are encouraged to take the foundational short courses in TASB's Online Learning Center. These courses include



*Marla Gilliland (LTS) (right) with Sandy Hughey (North East ISD board member and TASB director) at SLI San Antonio, 2010.*

The Accountability System, School Finance, Parliamentary Procedure, and Corporate Boardmanship.

**Board Presidents' Academy**, part of Tier Three continuing education, offers required training in the leadership duties of a board president. Look for sessions at major TASB conferences.

**Leadership TASB (LTASB)** was designed by school board members and created for experienced trustees who are ready to take on greater leadership roles in Texas public education. The yearlong program, consisting of five weekend sessions held in locations across the state, allows board members to interact with nationally recognized experts, work together on a team project, visit model school programs, and gain access to a statewide network of trustees to call on for advice and support. Applications are available each year beginning in May and must be submitted by July 1.



**TASB's Online Learning Center (OLC)** offers self-paced audio and video courses, recorded Webinars, and more. Continuing education credit is offered for most OLC courses. Visit [onlinelearning.tasb.org](http://onlinelearning.tasb.org) for information.



## Continuing Education Credit Reporting Service (CECRS)

For our members' convenience, TASB maintains a voluntary database of individual member training hours. The service allows superintendents, board members, and district designees to view and print board member reports of training obtained at TASB training events and also enables the district record keeper to submit and track credit for non-TASB-sponsored training events (conducted locally, at education service centers, or by other registered providers). CECRS answers questions about credit requirements at [cec.tasb.org](http://cec.tasb.org) with myTASB login. Call **800.580.8272** or e-mail [cec@tasb.org](mailto:cec@tasb.org) for information.



## PLANNING AND CONSULTING

Collectively, LTS consultants have more than 100 years of experience working with and/or serving on school boards. Board members and superintendents can receive advice from consultants by phone on effective practices for conducting board business or working through specific problems. When a phone call isn't enough, consultants can travel to your district to assist your board in raising the team's effectiveness level.

Sessions are tailored to the board's specific needs, in consultation with members of the board-superintendent team. An LTS consultant also can help assess the needs of the board through visits to the district.

Frequent requests from districts include assisting the board with:

- District goal setting
- Understanding oversight of management
- Developing an effective superintendent performance evaluation system
- Working with team dynamics

**Tier 2 Team Building:** Team building is an annual requirement of board-superintendent teams—but it doesn't have to be boring! TASB has many options from which to choose.



*LTS consultant Kay Douglas presents at SLI Fort Worth, 2010.*

Texas requires the following elements for an annual team-building session:

- A session with all board members and the superintendent present
- A time investment of at least three hours
- An activity that enhances team effectiveness
- An assessment of continuing education needs

All TASB sessions, customized and conducted within the district, comply with the Open Meetings Act and include an assessment of continuing education needs.

**Tier 3 In-District Training:** Training in board governance, oversight of management, and team-operations issues are offered as in-district workshops to allow for discussion geared to each district's practices and needs. Almost any topic presented by LTS at TASB training events can be offered in a district upon request, including:

- District Planning
- District Accountability
- Governance and Oversight of Management
- Parliamentary Procedure
- Roles and Responsibilities
- School Board Ethics
- Superintendent Evaluation
- Team Operations



## RESOURCES

A variety of helpful resources, including tip sheets, samples, and Q&A documents, are available free at [LTS.tasb.org/resources](https://LTS.tasb.org/resources), grouped by topic and audience. For more detailed information on governance and oversight topics, the *Leadership to GO* publication series and additional team development resources can be purchased through the TASB Store ([tasb.org/store](https://tasb.org/store)).

[LTS.tasb.org](https://LTS.tasb.org)  
800.580.8272

## Examples of LTS publications

### For New Trustees

*Getting Started as a New School Board Member*  
*A New Board Member's Guide to Parliamentary Procedure*  
*A New Board Member's Guide to Superintendent Evaluation*  
*New Board Member Leadership to GO Package*  
(includes all three publications at a discount)

### For Board Presidents

*Getting Started as a New School Board President*  
*A Board President's Guide to Meeting Preparation*  
*A Board President's Guide to Parliamentary Procedure*  
*A President's Guide to Facilitating Superintendent Evaluations*  
*Board Presidents' Leadership to GO Package*  
(includes all four publications at a discount)

### For Leadership Teams

*Team Self-Assessment Kit*  
*Effective Board Practices*

### For Community Members and Board Candidates

*Guide for School Board Candidates*

# Legal Services

*Legal information, updates, and training*

Districts count on TASB Legal Services for legal advice and information. Our attorneys specialize in public school issues and provide advice to school district decision makers that supplements the legal advice districts receive from their own attorneys. School trustees, administrators, and attorneys can contact Legal Services on TASB's toll-free Legal Line (800.580.5345).

Our attorneys also write and update legal policies and review local policies for school districts, community colleges, and education service centers, and they provide training year-round for trustees, administrators, and staff.



## RESOURCES

### TASB School Law eSource

Legal Services offers free, online legal information with TASB School Law eSource ([schoollawesource.tasb.org](http://schoollawesource.tasb.org)). This part of the TASB Web Site collects Q&As, useful links, and policy references by topic, organized in the same manner as the *TASB Policy Reference Manual*. Also available (for free) in eSource is a *Financial Responsibility Guide* with overviews of essential financial topics every board member needs to know.

### Publications and Videos

A comprehensive selection of Legal Services publications covers such subjects as:

- Closed meetings
- Personnel issues
- Conflicts of interest
- Public Information Act



*Mark Tilley, Legal Services attorney, at the 2009 Winter Governance and Legal Seminar.*

- Employment contracts
- Fraud prevention
- Legislation
- Grievances
- Public funds usage
- Open Meetings Act
- Student searches
- Student speech in school

Available on video are:

- *Bullying and Harassment in Schools*
- *An Introduction to the Texas Open Meetings Act*
- *An Introduction to the Texas Public Information Act*
- *Religion in the Public Schools*
- *Resolving Grievances in the Public Schools*
- *A Guide to Student Discipline*
- *Technology in Schools*

Legal Services publishes a monthly newsletter, *TASB School Law Update*, which provides timely summaries of recent school law decisions in a convenient online format. We also offer a subscription to an online Legal Research Library with searchable archives of past newsletters, as well as searchable copies of full-text commissioner decisions. Purchase Legal Services publications at [tasb.org/store](https://tasb.org/store), or call 800.580.8272.



## TRAINING

Legal Services offers on request customized in-district training for staff, administrators, and board members on legal topics at an affordable cost.

TASB attorneys are frequent presenters of legal topics at statewide TASB training events, such as the TASA/TASB Convention, Summer Leadership Institute, Winter Governance and Legal Seminar, Spring Workshops, and the Post-Legislative Conference. Our Legal Seminars, held at various locations across the state, feature in-depth training on timely legal topics for both new and experienced trustees. For new board members, we offer the School Law Basics course, part of the TASB ISD curriculum. Also, TASB attorneys often speak at school-related seminars and conventions statewide and at National School Boards Association events.

[legal.tasb.org](https://legal.tasb.org)  
800.580.5345

# OnSite™ Environmental, Energy, and Facilities Services

*Environmental, facilities, and energy consulting and compliance services*

OnSite Environmental Services offers a full-scale environmental program tailored to school districts that need professional assistance in meeting current regulatory requirements. Membership in OnSite Environmental Services includes services covering asbestos management planning, integrated pest management, indoor air quality, and custodial unitization studies. Reduced-rate services for certain analysis, training, and sampling also are available. Member districts receive unlimited toll-free phone consultations with experienced environmental and facility professionals.

OnSite Facilities Services includes quality digitization and management of facility-related plans and documents, facilities assessments and staffing, building signage, and long-range strategic facility planning.



*Michael De Leon (OnSite)(right) describes services to Mario Sotelo, superintendent at Pearsall ISD.*

An OnSite Energy service, the Energy Efficiency Program, helps you plan and implement your district's energy upgrades. We offer:

- Energy efficiency and conservation plans
- District energy policies
- Creative project funding strategies
- Training and ongoing support

## RESOURCES

OnSite member districts receive a monthly newsletter, *The Toolbox*, covering various environmental, energy, and facilities topics pertinent to school districts.

## TRAINING

OnSite Services member districts are entitled to unlimited free training classes. Class topics include the following:

- Asbestos Designated Person Training
- Environmental/Facilities Regulatory Compliance
- Grounds Maintenance/Turf Management
- Integrated Pest Management Coordinator Training
- Indoor Air Quality Training
- Hazardous Materials Coordinator
- Asbestos O&M Contractor Course
- Resilient Floor Covering Institute (RFCI) Flooring Removal

At least four training sessions are held every year at TASB's Austin offices with several others throughout the state.

Call us for a brochure or for information on upcoming classes.



[onsite.tasb.org](http://onsite.tasb.org)  
800.580.8272

# Policy Service

## *Policy development and maintenance*

TASB offers expert assistance with policy development and maintenance at a low cost through TASB Policy Service. Members of this service receive policy advisories and alerts, tool kits, samples, and other resources.



## RESOURCES

The centerpiece of Policy Service membership is the *TASB Policy Reference Manual*, a comprehensive, regularly updated collection of federal and state laws and regulations that affect school district governance. This manual serves as the springboard for localized policy manuals in almost all Texas school districts.

Policy Service members have access to a number of special-topic resources:

- *Model Student Code of Conduct*, the basis for locally adopted student codes of conduct throughout the state (available in English and Spanish)
- *Model Student Handbook*, adjustable to suit a member district's particular practices (available in English and Spanish and updated annually)
- *Chapter 37 Offenses and Consequences Chart*, a guide to help school officials determine appropriate disciplinary responses
- *The Policy Administrator's Guide*
- *Regulations Resource Manual*

In addition, Policy Service has collaborated with virtually all of its 1,028 school district



*Policy Service consultant Eric Narcisse at February 2011 Secretary Conference.*

members to produce localized policy manuals specific to the governance and management needs of each district. More than 90 percent of those also elect to Web-publish their localized policy manuals through Policy On Line.

Policy Service regularly communicates with its members through *Starting Points* (policy development tool kits), *Policy Alerts* (advisories on hot issues), and other special-topic publications. Additional resources help members understand, maintain, and develop policy in their districts.



*Loretta Jeschke (Policy Service) greets members at SLI San Antonio, 2009.*

### **POLICY ON LINE®**

For online publication of an individual board's policy documents, Policy On Line is the answer. This Web-based tool for publishing TASB localized policy manuals ensures the following:

- Easy access to a district's manual
- Up-to-date information
- Speedy research with full-text search tools
- Less time and expense than dealing with hard copy
- Simple distribution of district policies



### **TRAINING**

Policy Service leads sessions on policy development and maintenance at various TASB events, including the Summer Leadership Institute and the TASA/TASB Convention. Also, Policy Service consultants conduct Policy Review Sessions with individual districts. These events center on a comprehensive audit of the district's policy manual and include retraining local officials on the use and maintenance of their manuals.

[policy.tasb.org](http://policy.tasb.org)  
800.580.7529

# SMART Medicaid Services

## *Medicaid billing*

TASB's SMART program has helped school districts bill Medicaid for services eligible under the School Health and Related Services (SHARS) program since 1993. The SHARS program has been a significant funding source for many districts.

The strong relationships and credibility TASB has with the Texas Education Agency, Texas Health and Human Services Commission, and Texas Medicaid & Healthcare Partnership are a result of our commitment to provide timely and accurate information to school districts. We are familiar with the audit process and expectations, and are therefore better equipped to assist districts with audit preparation—especially important at a time when the federal government is requiring state agencies to conduct site visits and desk reviews.

The SMART program provides hotline support for technical and policy concerns, periodic bulletins, and an annual members' meeting that features training and networking opportunities.

### Choose SMART to take advantage of:

- Qualified staff familiar with the audit process
- Support from other TASB divisions to ensure SHARS compliance
- Superior customer service and training
- Competitive pricing
- Paper and electronic filing

Covered services include:

- Assessments
- Audiology
- Counseling
- Medical services
- Occupational therapy
- Physical therapy
- Psychological services
- School health services
- Special transportation
- Speech therapy

Contact us to schedule a customized site visit.



## TRAINING

Each spring SMART's Annual Members' Conference, free to SMART members, offers training in such areas as Medicaid billing compliance, updates to the Web-based SMART software, the latest updates on regulations, and information on audits and policy changes.



*Christina Mylonas (Medicaid Services) and Doug Rockstead (Business Services) share information about SMART.*



[medicaidservices.tasb.org](http://medicaidservices.tasb.org)  
800.580.3399

# BuyBoard®

## *Cooperative purchasing*

The BuyBoard purchasing cooperative enables school districts to save money on the products and services they need, while streamlining the purchasing process.

By purchasing through the BuyBoard, members can avoid the time and expense of undertaking a competitive procurement process alone. Users can find all of the products they need in one place with a wide range of well-known brands. By leveraging the purchasing power of more than 3,500 members, BuyBoard users also can purchase those products for less. And membership is free!

Other advantages of purchasing through the BuyBoard:

- Purchases can be made by fax or on line.
- Members can take advantage of the electronic quote option.
- The automated purchasing process creates an audit trail, making it easy to document compliance.

An 11-member board composed of BuyBoard members governs The Local Government Purchasing Cooperative and awards competitively procured contracts on behalf of the membership.



*Connie Burkett, BuyBoard service representative, conducts training.*



## TRAINING

BuyBoard staff hold periodic regional training events to assist members in taking advantage of the BuyBoard's many features. The training sessions help participants maximize the benefits of purchasing through the BuyBoard—such as streamlining the purchasing process, saving money, accessing documentation of their purchases, and making the purchasing process more secure.



buyboard.com  
800.695.2919

## Shop for supplies and equipment in these categories:

- Athletics
- Audiovisual
- Automotive
- Awards/Trophies
- Building Maintenance
- Computers/Technology
- Copiers/Duplicators
- Custodial
- First Aid
- Floor Coverings
- Food Services
- Furniture
- Grounds Maintenance
- Job Order Contracting
- Library Books
- Modular Buildings
- Music and Theater
- Office Supplies/Equipment
- Paper and Toner
- School Buses and Parts
- Sports Lighting
- Sports Surfaces
- Stage and Theater
- Teaching Aids
- Technology Equipment/  
Software/Supplies
- Uniforms
- Vehicles

*And more!*

# First Public<sup>®</sup>

*Financing,  
investments, and  
employee benefits*

First Public provides school districts with flexible financing, investment options, and supplemental employee benefits specifically designed for governmental entities. Founded in 1987 as the financial arm of TASB, our initial and continuing mission has been to help communities improve their schools.

Wholly owned by TASB, First Public is a registered broker-dealer with the Securities and Exchange Commission and a member of the Financial Industry Regulatory Authority (FINRA), Municipal Securities Rulemaking Board, and Securities Investor Protection Corporation. First Public is also licensed with the Texas Department of Insurance.

## INVESTMENTS

First Public assists school districts in meeting their investment goals, recommending

investment options, and administering the Lone Star Investment Pool. Lone Star is managed by two separate money managers and offers three distinct overnight funds. Our representatives can help you invest bond proceeds, property taxes, or day-to-day cash. First Public can also assist you with longer-term investments, including U.S. Treasuries, Agencies, and Brokered CDs.

**Lone Star**  
★  
Investment Pool

## FINANCING

The First Public Financing Program provides low-interest financing and underwriting for new construction, personal property, renovations, and maintenance and operations expenditures through varied financing tools.

## INSURANCE

The TASB Supplemental Employee Benefits program, administered by First Public, includes group term life and long-term disability plans; voluntary cancer, accident, critical care, and vision insurance; and Section 125 administration for flexible spending accounts.



**TASB SUPPLEMENTAL  
EMPLOYEE BENEFITS**



## TRAINING

First Public staff provides investment officer training at both the TASA/TASB Convention and the TASA Midwinter Conference. This enables superintendents and business managers to obtain the 10 hours of investment officer training required under the Public Funds Investment Act. Staff also presents sessions at TASB events, offering explanations and updates on a variety of financial subjects of interest to school districts.



*Kara Winebright Ardis (First Public) at SLI 2010.*



**FIRST PUBLIC**<sup>®</sup>  
Member FINRA/SIPC

[firstpublic.com](http://firstpublic.com)  
800.558.8875

# TASB Energy Cooperative

## *Electricity and fuel*

The TASB Energy Cooperative helps school districts procure electricity and fuel at fixed costs. The program gives participants an easy, cost-effective way to earn a competitive rate for the deregulated portion of their bill and to meet the competitive procurement requirements that now apply to electricity.

The retail electric provider (REP) is selected through a competitive procurement process to provide services for program members, including bill payment, invoice and tracking, account switching, and general customer services. The REP, with oversight by TASB, also competitively procures the wholesale marketplace for the electric commodity on behalf of members.

The TASB Energy Cooperative also offers a fixed-rate transportation fuel program. Planning for fuel commodities through TASB lets districts budget with certainty and meet state procurement laws.



[energy.tasb.org](http://energy.tasb.org)  
800.580.8272

# TASB Legal Assistance Fund

The purpose of the TASB Legal Assistance Fund (LAF) is to provide support to school districts that are defending legal challenges with the potential to affect public schools statewide. In most of its cases, the Fund provides assistance in the form of *amicus curiae*, or “friend of the court,” briefs. An *amicus* brief explains to the court why a school district should win its case and how the court’s decision will affect other Texas school districts.

*Legal support  
for districts  
defending legal  
challenges*

Since its inception more than 30 years ago, LAF has filed more than 150 “friend of the court” briefs. Cases have involved the Texas school finance system, sovereign immunity, sexual harassment, religion in schools, and numerous employment and student discipline issues.

The Fund is administered by a seven-member board of trustees made up of the president, president-elect, and a vice-president of TASB; the president and president-elect of the Texas Association of School Administrators; and the chair and vice-chair of the Texas Council of School Attorneys. Approximately 750 school districts are members.

Through the Fund’s efforts, courts and the community at large will gain a better understanding of how fundamental issues affect education in our state.



## RESOURCES

LAF members receive a newsletter, *The LAF Docket*, which covers legal challenges that could affect public schools statewide.

# TASB Risk Management Fund

*Risk management, loss prevention, and grant programs*

The TASB Risk Management Fund is a collective self-insurance program (also known as risk pool) focused on reducing the cost of operational risks for Texas school districts. Losses, which can be costly and detract from the districts' mission to educate students, include on-the-job injuries for school district employees, property damage to school district property, cost of litigation against school districts, and cost of unemployment benefits, among others.

The Fund has provided risk management services to Texas school districts since 1974. With more than 1,100 members, \$325 million in assets, and almost \$169 million in members' equity, it is one of the oldest, largest, and financially strongest risk pools in the nation. It is administered by TASB, Inc., and governed by a 19-member Board of Trustees composed of school board members, superintendents, and other officials from the Fund's member districts.

The Fund's focus is on comprehensive training and education, loss prevention, and aggressive and effective claims handling if a claim does occur. In addition, the Fund is committed to giving back to its members. That commitment was especially evident in 2011, when the Fund Board responded to the financial crisis by providing budgetary relief and stability to Fund members in the cost of workers' compensation, property, and liability coverage over the coming biennium. The Fund also gives back to its members



*Shevis Moore (Loss Prevention Services) shares information about Risk Management Fund services.*

through Loss Prevention Grants, membership experience credits, coverage credits for attending training, and other initiatives.

## FUND COVERAGES

Members can receive coverage for the following risks:

- Workers' Compensation
- School Professional Legal Liability
- Property
- General Liability
- Auto Liability
- Unemployment Compensation
- Auto Property Damage

Depending on size and claims experience, member districts can choose from a variety of funding options that include fixed-cost, fully funded plans, partially self-funded plans, or self-funded plans.

## WORKERS' COMPENSATION

From preventing losses before they ever happen through a comprehensive loss prevention program, to expert claims handling when claims occur, the Fund responds to the needs of its members with a full range of services. Each Fund member is assigned an integrated team of TASB claims professionals to handle claims. The team includes an on-site medical director, claims adjusters, claims managers, and utilization review nurses. Also, the Fund partners with other Texas risk pools to enter into contracts with medical providers across the state.

## PROPERTY

The Property program protects members' buildings and their contents from fire, weather-related losses, theft, accidents, vandalism, and other risks. Broad coverage includes blanket limits and choice of replacement cost or actual cash-value coverage. In addition, members of the Fund's Property program receive comprehensive property appraisals at no cost as part of their coverage. The appraisals are conducted by in-house TASB staff, maintained for the district, and updated annually. Property claims are handled by TASB staff adjusters and a cadre of external professionals including appraisers, engineers, and construction experts.

## AUTOMOBILE LIABILITY

Automobile Liability coverage protects against third-party bodily injury and property damage resulting from the negligent operation of a motor vehicle. Damage to vehicles owned by the Fund's members is covered by automobile physical damage coverage.

## **SCHOOL PROFESSIONAL LEGAL LIABILITY (SPLL)**

SPLL coverage, frequently referred to as Errors and Omissions (E&O), protects members for claims made for wrongful acts, errors, or omissions by board members, administrators, and staff. These include claims made for allegations of civil rights violations, wrongful termination, sexual misconduct, negligent discipline, and other exposures common to school districts. The Fund has formed an attorney panel composed of experienced school law litigators with proven track records in defending school districts.

## **GENERAL LIABILITY**

General liability coverage protects the district against claims arising out of third-party bodily injury and property damage, personal injury, advertising injury, and employee benefits liability.

## **UNEMPLOYMENT COMPENSATION (UC)**

The Fund's Unemployment Compensation program provides members with the cost savings that come from being a reimbursing employer, in addition to the advantages of having an annual fixed cost for unemployment compensation claims. Staff members are well-versed in the unique issues of school district employment and Texas Workforce Commission (TWC) rules and regulations. An on-site staff attorney assists members with all aspects of TWC hearings and appeals.

## **LOSS PREVENTION**

A team of professional, regionally based safety consultants works with members of the Workers' Compensation and Property coverage programs to prevent and reduce losses through regular site visits, consultations, training, and other services. The Loss Prevention Grant Program, initiated in 1997, has awarded more than \$4.6 million in grants to members.

## **AWARDS PROGRAMS**

### **Innovation Awards**

The TASB Risk Management Fund honors Innovation Award winners at the TASB Risk Management Fund Members' Conference every April. Up to 10 Fund members receive a \$1,000 award for established initiatives, products, or programs (such as manuals, videos, newsletters, and training

modules) that are inventive, timely, and cost-effective. For consideration, a member must participate in a Fund program and remain active throughout the fiscal year in which it wins.

### Loss Prevention Grants

The Fund provides grants of up to \$4,000 per year to members to raise loss prevention awareness and to help implement loss prevention and safety initiatives that reduce the potential for property losses and on-the-job injuries. Applications are available in the spring to school districts and education entities that are Fund members. Recipients receive awards in May.



*Innovation Awards recognize inventive and cost-effective initiatives.*

### RESOURCES

*News & Views*, a quarterly online membership newsletter, provides Fund members the latest news and tips on school-related risk management. The TASB Risk Management Fund Member Library offers a wide variety of publications, videos, forms, reports, and other resources.

### TRAINING

Comprehensive training opportunities are offered at no cost to Fund members. Training programs include the annual TASB Risk Management Fund Members' Conference, held every April, a monthly Webinar series, and regional seminars held each fall across the state. The session topics are determined each year to respond to the most pressing issues facing school districts. Coverage credits (reducing the cost of Fund contributions) are offered for attending the Fund's annual Members' Conference.



[tasbrmf.org](http://tasbrmf.org)  
800.482.7276

# Texas Center for Educational Research

## *Educational research*

The Texas Center for Educational Research (TCER) is an independent, nonprofit, educational research organization, founded to study major issues that affect Texas public education. Original research produced by TCER, often in partnership with other research organizations and higher education institutions, informs those who play a major role in Texas education policy.



## TRAINING

Staff members are available to present findings to school boards, educator groups, and other groups, and can research information and data that schools and districts can use in conducting surveys and evaluations.

The TCER research agenda focuses on five areas of interest to Texas public education:

- Emerging issues
- School finance
- Management and governance
- Teaching and learning
- Economics of education



## RESOURCES

TCER produces numerous studies and reports on such subjects as charter schools, technology, college readiness, at-risk students, and management and governance.



[tcer.org](http://tcer.org)  
800.580.8237

# TASB Events

TASB offers valuable training opportunities throughout the year to board members, district administrators, and other school employees. Take advantage of our training to meet your continuing education credit requirement needs or to simply address topics of interest to you and your district.

You'll find training sessions at major TASB events, at regional workshops and other venues, inside districts, or at your request with a customized approach.

On the following pages, some of TASB's major events are included on a seasonal timeline.

For details on any of the events featured, contact the sponsoring program as listed.

Want to find out  
what's going on?

Check the TASB events  
calendar at [tasb.org/  
training/list.aspx](https://tasb.org/training/list.aspx).

### GRASSROOTS MEETINGS

Grassroots meetings are held across the state in even-numbered years, when the Legislature is not in session. At these meetings, school board members provide input about which issues TASB should pursue as Advocacy Priorities in the coming legislative session. Also, each region elects representatives to TASB's Legislative Advisory Council, which compiles the proposed priorities for recommendation to the TASB Board. TASB also solicits proposals for Advocacy Resolutions that guide the TASB Board, staff, and members in reacting to issues that may arise before the Legislature. [gr.tasb.org](http://gr.tasb.org)



### BOARD CANDIDATE WORKSHOPS

TASB offers a pre-recorded Webcast for community members considering a run for the school board. [LTS.tasb.org/candidates](http://LTS.tasb.org/candidates)

## SPRING

### SMART MEMBERS' CONFERENCE

A spring conference is held every year for members of TASB's SMART program, which assists districts in billing Medicaid for services eligible under the School Health and Related Services (SHARS) program. [medicaidservices.tasb.org](http://medicaidservices.tasb.org)

### TASB RISK MANAGEMENT FUND MEMBERS' CONFERENCE



The TASB Risk Management Fund hosts an annual spring conference, free to Fund members, featuring a key-note speaker, a networking reception, and numerous risk management training sessions. During the conference, usually held in April, Fund Innovation Awards are presented and coverage credit drawings are held. [tasbrmf.org](http://tasbrmf.org)

### SPRING WORKSHOPS

Spring workshops are offered throughout Texas in conjunction with education service centers (ESCs), state colleges and universities, and area school boards associations. Timely topics are selected by area school board members and conducted by a mix of TASB staff, legal professionals, ESC staff, board members, and university staff. [LTS.tasb.org/events](http://LTS.tasb.org/events)



### POST-LEGISLATIVE CONFERENCE

The Post-Legislative Conference is conducted by Governmental Relations staff to provide major highlights of the legislative session just ended and to discuss changes that may affect school districts. Expert briefings on major legislation in the area of public education are provided. The *TASB Legislative Summary*, offering interpretation on the latest education laws, is posted on line after the conference. [gr.tasb.org](http://gr.tasb.org)



## SUMMER

### SUMMER LEADERSHIP INSTITUTE

The annual Summer Leadership Institute (SLI), held in June at two different locations, constitutes TASB's flagship training conference. Each location features the same general session speakers and a nearly identical program. Sessions cover current

practices and key concerns facing Texas school districts, as well as in-depth sessions designed specifically for newly elected board members and board presidents. [LTS.tasb.org/events](http://LTS.tasb.org/events)



*Left page from top: Arthur Dela Cruz (Georgetown ISD) at a Grassroots meeting; Todd Holt (P/L Claims Administration). This page from top: Ruben Longoria (Governmental Relations); attendee Sharon Stehsel (Martin's Mill ISD) at 2010 SLI Fort Worth.*

### DELEGATE ASSEMBLY

The Delegate Assembly is held in conjunction with the TASA/TASB Convention. The Assembly is the foundation of TASB's governance structure. Delegates from each district help set the course for the Association for the coming year.

[delegate.tasb.org](http://delegate.tasb.org)



### LEGAL SEMINARS

During the late fall in locations across the state, Legal Services hosts Legal Seminars, featuring in-depth training on timely legal topics for both new and experienced trustees. The School Law Basics course for new board members is offered during these seminars. [legal.tasb.org/training](http://legal.tasb.org/training)



### TASB RISK MANAGEMENT FUND FALL REGIONAL SEMINARS

The TASB Risk Management Fund offers free regional seminars to its members each fall at locations across the state. Topics are selected to respond to the most pressing risk management issues facing Texas school districts. [tasbrmf.org](http://tasbrmf.org)

## FALL

### TASA/TASB ANNUAL CONVENTION

Since 1960, the Texas Association of School Administrators (TASA) and TASB have partnered to bring school board members and school administrators the state's premier education-related Convention. The Convention offers training sessions on successful district initiatives, key concerns, and best practices, nationally recognized keynote speakers, a tradeshow with hundreds of exhibitors, field trips, a seminar designed for small school districts, an interactive 21st-century classroom exhibit, and an opportunity to network with more than 6,000 public school officials. [tasa.tasb.org](http://tasa.tasb.org)



### TASB SUPERINTENDENT SECRETARY TRAINING CONFERENCE



The TASB Superintendent Secretary Training Conference offers training designed especially for superintendent secretaries, including sessions on legal, policy, and personnel issues and other topics of interest. The conference is held in October and repeats in February. [tasb.org/training/events/secretary.aspx](http://tasb.org/training/events/secretary.aspx)

## TASA/TASB LEGISLATIVE CONFERENCE

In March of legislative session years, Governmental Relations (GR) works with the Texas Association of School Administrators to host the Legislative Conference in Austin. The conference provides an opportunity for school leaders to get to know legislators and learn about hot issues and possible consequences of pending legislation. Presenters include Capitol insiders and GR staff who keep an eye on issues affecting public schools. In the afternoon, conference attendees are encouraged to visit their legislators at the Capitol. [gr.tasb.org](http://gr.tasb.org)



## TASB SUPERINTENDENT SECRETARY TRAINING CONFERENCE

The TASB Superintendent Secretary Training Conference held in October repeats in February. Training designed especially for superintendent secretaries includes sessions on legal, policy, and personnel issues and other topics. [tasb.org/training/events/secretary.aspx](http://tasb.org/training/events/secretary.aspx)

## WINTER

### LEGAL SEMINARS

In-depth training offered through Legal Seminars begins in the fall and continues early the next year, culminating with the Winter Governance and Legal Seminar.

[legal.tasb.org/training](http://legal.tasb.org/training)

### WINTER GOVERNANCE AND LEGAL SEMINAR



The Winter Governance and Legal Seminar offers a strand of sessions designed for small school districts as well as focused training on timely and relevant topics for new or experienced board members. Attendees have the unique opportunity to hear a panel of Texas high school students, spend one-on-one time with topic experts, and get to know trustees from other districts in an informal atmosphere.

[LTS.tasb.org/events](http://LTS.tasb.org/events)

*Left page from top: Delegate Assembly voting, 2010; Amy Magee (Legal Services); 2010 TASA/TASB Convention; Superintendent Secretary Conference attendees Andrea Campos (Hempstead ISD) and Norma Zuniga (Santa Rosa ISD). This page from top: Texas House of Representatives; 2010 Winter Governance and Legal Seminar.*

For information, training,  
and specialized services...



# Contact Information

TASB Automated Attendant.....	800.580.1213
TASB All Departments and Services .....	800.580.8272
Area Associations .....	800.580.8272
Debbie Farnum, x2241	
Board Consultation.....	800.580.8272
Bill Nemir, x6417	
Board Member Continuing Education Credit.....	800.580.8272
Marla Gilliland, x6142 • Faith Macon, x2219	
Board Training.....	800.580.8272
Bill Nemir, x6417	
BoardBook®.....	888.587.2665
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# Index

- accident insurance, 41
- accountability, 27, 29
- Accountability System, The, 27
- Action Alerts, 22
- Administrator's Guide to Managing Leaves and Absences*, 24
- Administrator's Guide to the Fair Labor Standards Act*, 24
- advertising injury, 46
- advocacy, 4, 5, 20–23, 50; also see TASB Advocacy Agenda
- Advocacy Priorities, 23, 50
- Advocacy Resolutions, 23, 50
- amicus curiae* briefs, 43
- Applí, 18
- asbestos management, 32-33
- Asbestos O&M Contractor Course, 33
- at-risk students, 48
- audiology, 37
- automobile liability, 45
- automobile property damage, 45
- benefits surveys, 25
- board, also see school board
- board candidate workshops, 50
- board candidates, 9, 29, 50
- board ethics, 29
- board members, new, 29
- (A) *Board President's Guide to Facilitating Superintendent Evaluations*, 29
- (A) *Board President's Guide to Meeting Preparation*, 29
- (A) *Board President's Guide to Parliamentary Procedure*, 29
- board presidents, new, 29
- Board Presidents' Academy, 27
- Board Presidents' Leadership to GO Package*, 29
- board roles and responsibilities, 9, 29
- board training, 4, 6, 15, 20, 21, 22, 25, 26–29, 31, 33, 35, 47, 49-53
- board training credit, see continuing education credit
- BoardBook, 12–13
- Boardsmanship Basics, 26
- bond proceeds, 40
- Bullying and Harassment in Schools*, 31
- BuyBoard, 38–39
- cancer insurance, 41
- Chapter 37 Offenses and Consequences Chart*, 34
- charter schools, 48
- civil rights violations, 46
- closed meetings, 30
- college readiness, 48
- commissioner decisions, 31
- CommLINK, 15
- Communications, 9, 14–15
- community colleges, 5
- community surveys, 16–17
- competitive procurement, 38, 42
- compliance services, 32-33
- conflicts of interest, 31
- continuing education credit, 6, 7, 18, 25, 26–27, 28
- Continuing Education Credit Reporting Service (CECRS), 6, 27
- cooperative purchasing, 38–39
- corporate boardsmanship, 27
- counseling, 37
- county appraisal districts, 5
- coverage credits, 45, 47, 50
- critical care insurance, 41
- custodial unitization studies, 32
- DataCentral, 25
- Delegate Assembly, 4, 23, 52
- digitization services, 32
- disciplinary responses, 34
- discipline, negligent, 46
- discipline, student, see student discipline
- district accountability, 27, 29
- district goal setting, 28
- District Planning and Budget Basics, 26
- district planning, 26, 29
- economics of education, 48

- education cooperatives, 5
- education service centers (ESCs), 5, 50
- educational research, 48
- educational trends, 4
- Effective Board Practices: An Inventory for School Boards*, 9, 29
- electricity, 42
- electronic agenda preparation, 12–13
- employee benefits, 24, 40–41, 46
- employee compensation/pay systems, 24, 25
- employee handbook, 24
- employee surveys, 24
- employment classification, 25
- employment contracts, 31
- employment issues, 43
- energy consulting, 32–33
- energy efficiency and conservation, 33
- Energy Efficiency Program, 33
- energy policies, 33
- Engauge Community Survey Service, 16–17
- environmental services, 32–33
- Errors and Omissions (E&O), 46
- eSource, see School Law eSource
- Executive Search Services (ESS), 18–19
- Facebook, 7
- facilitation services, 26
- facilities services, 32–33
- Fair Labor Standards Act, 24, 25
- Family and Medical Leave Act, 25
- Field Services, 11
- Financial Industry Regulatory Authority (FINRA), 40
- Financial Responsibility Guide*, 30
- financing, 40–41
- First Public, 40–41
- First Public Financing Program, 41
- flexible spending accounts, 41
- fraud prevention, 31
- fuel commodities, 42
- Getting Started as a New School Board Member*, 29
- Getting Started as a New School Board President*, 29
- goal setting, 28
- Good Governance Recognition, 9
- governance issues, 4, 9, 29, 48
- Governmental Relations, 5, 20–23, 51, 53
- Governor's Office, 23
- grant programs, 44–47
- Grassroots Process, 20–23, 50
- grievances, 31
- grounds maintenance/turf management, 33
- group term life insurance, 41
- Guide for School Board Candidates*, 29
- (A) Guide to Student Discipline*, 31
- (A) Guide to Texas School Finance*, 22
- Hazardous Materials Coordinator, 33
- HR Exchange*, 25
- HR Operations Reviews, 24
- HR Services, 24–25
- human resource management, 24–25
- in-district training, 24
- indoor air quality, 32–33
- injuries, on-the-job, 44
- Innovation Awards, 46, 50
- integrated pest management, 32–33
- (An) Introduction to the Texas Open Meetings Act*, 31
- (An) Introduction to the Texas Public Information Act*, 31
- investment officer training, 41
- investments, 40–41
- job descriptions, 25
- key administrator searches, 18–19
- Key Communicator Group, 21
- LAF Docket, The*, 43
- Leadership TASB (LTASB), 27
- Leadership Team Services, 9, 26–29
- Leadership to GO, 29
- leadership training, 26–29
- leaves and absences, 24–25
- legal assistance/information, 4, 6, 30–31, 43
- Legal Research Library, 31
- Legal Seminars, 31, 52, 53
- Legal Services, 6, 30–31, 52, 53

Legislative Advisory Council, 23, 50  
 Legislative and School Resource Center, 22  
 Legislative Conference, 20  
*Legislative Report*, 21–22  
*Legislative Summary*, 22, 51  
*Legislative Updates*, 22  
 liability coverage, 44, 45, 46  
 litigation against school districts, 44  
 Local Government Purchasing Cooperative, 38  
 Lone Star Investment Pool, 40  
 long-term disability insurance, 41  
 Loss Prevention Grant Program, 45, 46, 47  
 Loss Prevention program, 46  
 loss prevention, 44–47  
 Media Honor Roll, 10–11  
 media relations, 10, 14  
 Medicaid billing, 36–37, 50  
 medical services, 37  
 membership experience credits, 45  
*Model Employee Handbook*, 24  
*Model Job Descriptions*, 25  
*Model Student Code of Conduct*, 34  
*Model Student Handbook*, 34  
 Municipal Securities Rulemaking Board, 40  
 myTASB, 7, 27  
 National School Boards Association, 31  
*New Board Member Leadership to GO Package*, 29  
*(A) New Board Member's Guide to Parliamentary Procedure*, 29  
*(A) New Board Member's Guide to Superintendent Evaluation*, 29  
*News & Views*, 47  
 occupational therapy, 37  
 Online HR Library, 25  
 Online Learning Center (OLC), 26–27  
 OnSite Environmental, Energy, and Facilities Services, 32–33  
 Open Meetings Act, 6, 12, 28, 31  
 oversight of management, 28, 29  
 paperless board meetings, 12–13  
 parliamentary procedure, 12, 27, 29  
 personal injury, 46  
 personnel issues, 30  
 pest management, 33  
 physical therapy, 37  
*Policy Administrator's Guide*, 34  
*Policy Alerts*, 35  
 policy development/maintenance, 34–35  
 policy manuals, localized, 34, 35  
 Policy On Line, 35  
*Policy Reference Manual*, see *TASB Policy Reference Manual*  
 Policy Review Sessions, 35  
 Policy Service, 34–35  
 Post-Legislative Conference, 20, 31, 51  
 Printing Services, 15  
 property coverage, 44, 45, 46  
 property taxes, 40  
 Proud Products of Texas Public Schools, 8  
 psychological services, 37  
 public education, TASB support of, 4, 8, 14  
 Public Funds Investment Act, 41  
 public funds usage, 31  
 Public Information Act, 31  
 public relations (district level), 15  
 recognition programs, 9–11, 46–47  
*Regulations Resource Manual*, 34  
 religion in schools, 31, 43  
*Religion in the Public Schools*, 31  
 Resilient Floor Covering Institute (RFCI) Flooring Removal, 33  
*Resolving Grievances in the Public Schools*, 31  
 retail electric provider (REP), 42  
 risk management, 44–47; also see TASB Risk Management Fund  
 risk pool, 44  
*Salaries and Benefits in Texas Public Schools*, 24  
 salary surveys, 25  
 school attorneys, 30–31, 43

- school board, *also see* board
- School Board Advocacy Network (SBAN), 21
- School Board Recognition Month, 9
- school boards, role of, 9
- school boards, TASB support of, 9
- school finance, 7, 22, 27, 43, 48
- School Health and Related Services (SHARS), 36, 50
- school health services, 36–37, 50
- School Law Basics, 26, 31
- School Law eSource (schoolawesource.tasb.org), 6, 30
- School Professional Legal Liability (SPLL), 45, 46
- searches, executive, 18–19
- searches, key administrator, 18–19
- Section 125 administration, 41
- Securities and Exchange Commission, 40
- Securities Investor Protection Corporation, 40
- sexual harassment/misconduct, 43, 46
- shared services arrangements, 5
- small school district seminars, 52
- SMART Annual Members' Conference, 37, 50
- SMART Medicaid Services, 36–37
- SMART software, 37
- sovereign immunity, 43
- special transportation, 37
- speech therapy, 37
- Spring Workshops, 31, 50
- Staffing Controls for Public Schools, 25
- staffing reviews, 24
- Star, The*, 7, 14
- Starting Points*, 35
- State Board for Educator Certification, 25
- State Board of Education, 5, 20, 23
- stipend surveys, 25
- student code of conduct, 34
- student discipline, 31, 34, 43
- student handbook, 34
- student searches, 31
- student speech in school, 31
- Summer Leadership Institute, 26, 31, 35, 51
- Superintendent of the Year (SOTY), 10
- superintendent performance evaluation, 28, 29
- superintendent secretaries, 52, 53
- superintendent/CEO searches, 18–19
- supplemental employee benefits, 40–41
- surveys, 8, 16–17, 24–25
- TASA Midwinter Conference, 41
- TASA/TASB Annual Convention, 23, 26, 31, 35, 41, 52
- TASA/TASB Legislative Conference, 53
- TASB Advocacy Agenda, 5, 20, 23
- TASB Board of Directors, 4, 7, 23, 50
- TASB contact information, 55
- TASB Energy Cooperative, 42
- TASB e-newsletter, *see Star, The*
- TASB events, 49–53
- TASB events calendar, 49
- TASB history, 4–5
- TASB Institute for School Board Development (TASB ISD), 26, 31
- TASB Legal Assistance Fund, 43
- TASB Legislative Summary*, 51
- TASB magazine, *see Texas Lone Star*
- TASB membership, 5
- TASB mission statement, 4
- TASB Policy Reference Manual*, 24, 30, 34
- TASB Risk Management Fund, 44–47, 50, 52
- TASB Risk Management Fund Board, 44
- TASB Risk Management Fund Fall Regional Seminars, 52
- TASB Risk Management Fund Member Library, 47
- TASB Risk Management Fund Members' Conference, 46, 47, 50
- TASB School Law Update*, 31
- TASB social media, 7, 14

TASB Store, 14–15, 29  
 TASB strategic plan, 8  
 TASB Superintendent Secretary Training Conference, 52, 53  
 TASB Supplemental Employee Benefits, 41  
 TASB Web Site ([tasb.org](http://tasb.org)), 7, 14  
 team building, 28  
*Team Self-Assessment Kit*, 29  
 Teamwork Basics, 26  
 technology, 31, 48  
*Technology in Schools*, 31  
 Texas Association of School Administrators (TASA), 20, 43, 52, 53  
 Texas Association of School Business Officials (TASBO), 25  
 Texas Center for Educational Research (TCER), 48  
 Texas Council of School Attorneys, 43  
 Texas Department of Insurance, 40  
 Texas Education Agency, 23, 36  
 Texas Health and Human Services Commission, 36  
 Texas Legislature, 5, 20, 21–22, 23, 50, 51  
*Texas Lone Star*, 6, 8, 14  
 Texas Medicaid & Healthcare Partnership, 36  
 Texas School HR Administrators' Academy, 25  
 Texas School Public Relations Association, 15  
 Texas Workforce Commission, 46  
 Tier One (Orientations), 6  
 Tier Three (Discretionary Continuing Education), 6, 27, 29  
 Tier Two (Teamwork), 6, 28  
*Toolbox, The*, 33  
 training, *see* board training  
 training credit, *see* continuing education credit  
 transportation fuel program, 42  
[truthaboutschoools.org](http://truthaboutschoools.org), 8  
 Twitter, 7  
 U.S. Congress, 23  
 U.S. Treasuries, 40  
 underwriting, 41  
 unemployment benefits, 44, 45, 46  
 Unemployment Compensation program, 46  
 vision insurance, 41  
 Winter Governance and Legal Seminar, 31, 53  
 workers' compensation, 44, 45  
 Workers' Compensation program, 45, 46  
*Work-Site Postings for Texas Public Employers*, 24  
 wrongful acts/termination, 46

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